

QUESTIONS & ANSWERS

PRE-PROPOSAL MEETING FOR JOB READINESS TRAINING RFP

THURSDAY, APRIL 12, 2007 – 11 A.M.

1. **Question:** Will the 20-hour per week and 30-hour per week classes need to be integrated or combined?

Answer: Not necessarily – it will be up to the provider to determine the scheduling of classes.

2. **Question:** Are there enough participants to conduct more than one class at a time?

Answer: Yes. Currently classes run concurrently and are staggered, with a class beginning every two weeks.

3. **Question:** The proposal states that 200 individuals will be referred to the program during the contract period. What are the current statistics?

Answer: The statement regarding 200 individuals referred is incorrect. Currently, the approximate number of individuals referred to Job Readiness Training on a yearly basis is 520, but only 200 are actually enrolled and show up to the Job Readiness Training. The maximum capacity for the classes is 30 participants and the typical number of participants scheduled per class is 20-25. During the first week of training, attrition rates are high and the participation is usually reduced to 13-15. Drop-outs also occur during the third and fourth weeks of the training and as few as 6 may graduate from one job readiness training session.

4. **Question:** What is the difference between the “Job Readiness and Job Search Assistance Training Program” RFP and the “Job Placement and Retention” RFP?

Answer: These programs serve two separate populations – the Job Readiness Training Program serves individuals on cash assistance, all of which are referred by the Department, whereas the Job Placement and Retention Program serves low-income/PRC-eligible individuals who are referred by three means 1) Department staff, 2) ongoing recruitment by the Contractor, and 3) other *WorkPlus* Center partners.

5. **Question:** After the 4 weeks of Job Readiness and Job Search Assistance Training is completed, does the Contractor have an obligation to place participants in paid employment?

Answer: No. Participants can only receive 6 weeks of Job Readiness Training in a calendar year period (no more than 4 consecutive weeks). Because of this requirement, the Contractor has no obligation to continue working with the participant. However, exceptions to this requirement can be made if a job placement for the participant is imminent (within a short time period).

6. Question: Does the Contractor need staff for placing participants in jobs?

Answer: No. If participants are not placed in paid employment during the 4 week Job Readiness Training program, the Contractor has no obligation to continue working with the participant.

7. Question: Will DJFS provide space to the Contractor?

Answer: Yes. The Department will provide an office/module with a desk, computer with internet connection, telephone, and use of copy and fax machines to the Contractor. The associated costs will be calculated and included in the contract budget once the contract is awarded. The cost should not be included in the proposal budget, as the amount will be added to the total contract value once the costs are calculated.

8. Question: Will the Contractor need to provide its own supplies?

Answer: Yes. The Department will not provide the Contractor with supplies for the program, so these expenses should be included in the proposal budget.

9. Question: Is it possible that two organizations can share the contract?

Answer: Yes. It is possible that two organizations could share the contract, especially if the two organizations will serve separate populations. Proposers may also jointly submit a proposal to address all of the needs outlined in the RFP.

10. Question: If the contract is divided, how will the referrals be divided?

Answer: If the contract is divided between two Contractors that each target different populations, this will stipulate how referrals are made.